



J. MICHAEL CONLEY ELEMENTARY AT SOUTHWOOD
SUMMER CAMP WILL BE

TRAVELING THE WORLD

June 2, 2023 - July 28, 2023

Travel Hours

7:00 a.m. - 6:00 p.m.

2400 Orange Avenue West

Tallahassee, FL 32311

MR. BEN THREADGILL, PRINCIPAL

MS. JENNY ROBERTSON, DIRECTOR

MRS. PAMELA YEOMANS, ASSISTANT DIRECTOR

EDEP OFFICE (850)414-6223



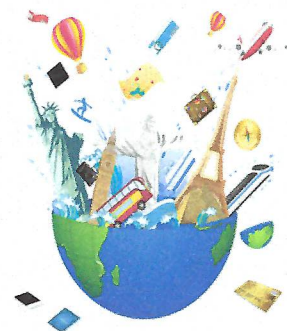
Traveling Around the World Summer Camp

Welcome! My name is Jenny Robertson, I am the Conley Elementary EDEP/Summer Camp Director. Pamela Yeomans is the Assistant Director. We are honored to be able to work with your student and get to know them. Many of you we already know from EDEP this year. For the new students, we are excited to have you in our summer program. This is our 1st summer camp but it is going to be a great summer. If you have any questions or concerns our door is always open and we will do our best to help you with your questions or concerns.

We are excited to announce that we are going to be traveling the world this summer. Each week we will explore a different place and learn about their culture, food and language. We have a full schedule of exciting events for the summer. We want to encourage, support and mold our campers. We want the student to have a safe and fun environment to learn about new places.

We have an amazing staff that will be taking care of your students. Our staff is just as excited about summer camp as the students. We are here to help and to make sure your student is safe and has a good time this summer, while we learn about new places.

Please read through all the information that you will find in this packet. If you have any questions, please let us know. If parents would like to attend Friday field trips, you will need to notify us as soon as possible, so that we can make sure you have completed all the necessary paperwork to go on the trip. We are here to help! Pack your bags and update your passport, we are ready to travel the world!



LEON COUNTY SCHOOLS
Conley
EXTENDED DAY
ENRICHMENT PROGRAM
PRESENTS
TRAVELING THE WORLD



SUMMER CAMP 2023

**2400 Orange Ave. East
Tallahassee, Florida 32311**

**Jenny Robertson, Director
Pamela Yeomans, Assistant Director
(850) 414-6223**

**8 WEEKS, MAY 30 – JUNE 30, JULY 10 – JULY 28
(CLOSED JULY 3-7)**



Summer Camp Policies & Information

Eligibility and Enrollment:

Summer camp participants must be rising kindergartners through rising sixth graders and meet the basic entry-level criteria in the areas of self-care, communication, mobility, and social-emotional development and **must be potty-trained**. All participants must complete the Conley Elementary Summer Camp registration form prior to program participation. Your child will only have a reserved slot when we have received all registration forms and the \$50.00 registration fee per child. If you need to cancel your child's attendance on any give week, please alert Ms. Robertson, Director or Mrs. Yeomans, Assistant Director, as soon as possible. Please only sign up for the weeks you are needing. **The last day to cancel on registered weeks without a penalty is Wednesday, May 24, 2023.** Please see cancellation info on the following page. **If your child misses a day, you are still responsible for the weekly payment.**

Camp Hours:

Summer Camp will run for eight weeks, from May 30, 2023 – July 28, 2023. We will be closed June 19, 2023 in observance of Juneteenth. The week of July 3-7, 2023; in observance of Independence Day. Camp will reopen Monday July 10, 2023. Camp will begin at 7:00 a.m. each day and will end at 6:00 p.m. You may drop off and pick up your child at any time during these hours. However, please refer to your weekly memo for the times of bus departures and arrivals for our field trips to know exactly when your child should be here each day! There is a late fee of \$1.00 per minute charged for late pick-ups after 6:00 p.m. This is a Leon County School policy and is non-negotiable. All payments must be made in the form of check, money order or online payment. See the payment page for details.

Drop-off and Pick-up:

For the safety and well-being of our students, each child must be signed in & out by a parent or guardian daily. No child will be released to a person not authorized in writing by a custodial parent. Parents/guardians must sign their child out in the presence of E.D.E.P staff. An adult must escort the student(s) into the designated drop off area each day and sign them in. When picking up a student, an authorized adult 18 years or older will need to come to the same designated drop off area unless otherwise stated. Please remember to email us if someone other than you or a designated person is picking up your child. We will verify their name by an ID. Your student will not be released to any individual without their identification.



© CanStockPhoto.com

Emergency Pickup:

If someone other than a designated person on the enrollment application comes to pick up your child, prior notification in writing via letter or email must be provided to the E.D.E.P. Director. Once the email has been sent, please notify us by phone to check to my make sure we received the email. A picture id will be required for verification at the time of pick-up.

Discipline:

To achieve the goal of providing a quality program for your child(ren), in an environment of cooperation and respect, all member of the Conley Elementary Summer Camp staff utilizes positive discipline practices. We are here to have fun: bullying, dangerous play and violence will not be tolerated. The policies and practices are consistent and conform to Conley Elementary discipline policy. If these discipline practices do not facilitate the appropriate behavior, parents will be notified and then a consequence suitable to the disciplinary offense will occur. Consequences may be, but are not limited to sitting out for activities, writing sentences, or not being allowed to attend camp for a number of days, if a student continues to choose to demonstrate inappropriate behaviors within the program, their behavior will be interpreted to mean that the student does not have the desire to participate in the program. At such time, the student will be dismissed from the program at the discretion of the Summer Camp Director. Student may not be to attend field trips without a chaperone if they have displayed that they require additional assistance/supervision due to conduct. If a chaperone is unable to accompany the student, then they will not be able to attend the trip. Should it be deemed that the participant chooses not to behave in an appropriate manner, then the student will be dismissed from the program for the remainder of the summer and **no refund will be given**. This in non-negotiable. All consequences are at the discretion of the director

Attendance/Illness:

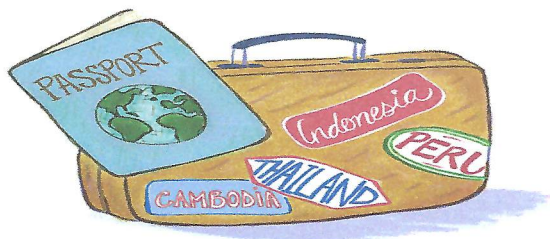
If your child is going to be absent, please notify our office staff immediately at 850-414-6223 or email Ms. Jenny or Mrs. Yeomans. We cannot refund or credit your account due to attendance. If your child appears sick while participating in Summer Camp, they will be sent to our designated area for assessment. A parent or guardian will be contacted and must pick their student up immediately. Your student will not be able to return to camp until they are feeling better and fever free for 24 hours.

Weekly Itinerary/Memo:

Weekly Itinerary/Memo will be provided every Monday morning at check-ins. Please note any changes to meals, events and special attire, etc. We will always alert you of any changes to our schedule.

Breakfast, Lunch & Snacks:

Breakfast will be provided in the morning and an afternoon snack. Students will need to bring their lunch and a drink unless otherwise stated in the schedule.



Registration Fees:

The registration fee is a non-refundable fee of \$50.00 per child. This is required at the time of registration. We must receive both the registration forms and fee together. They will not be accepted separately. No discounts can be applied to the fee. The registration fee secures a spot for your child, allows us to begin processing your paperwork and will cover the cost of your child's camp shirt, back pack and water bottle. Please only sign up for the weeks you intend your camper to participate in. Your registration fee will be forfeited in that you cancel/or your child doesn't show during any of the weeks you registered for after the registration deadline. In order to return, you will need to re-register, and submit another \$50.00.

Medication:

Medication may only be given if a medication form is on file with our program. Medication must be left with us in its original bottle; otherwise we will not be able to issue it. Please allow for enough time to do a pill count with the director or assistant director to confirm the number of pills that have been issued. When your student has taken all of the medication, the empty bottle must be picked up from our office in exchange for a new dosage (if necessary). Please do not send your sick child to camp. Make sure to call the camp office to notify the director. For more details on the use of medication. Visit the LCS web page on bylaws for medication details.

<https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/2150/Med%20Permission%20EDFieldTrip.pdf>

Tuition:

Tuition is charged by the week. Payment must be made in the form of check, money order or credit card before Monday morning, before your camper can participate. Credit Card Payments can be paid online through e-funds. Parents/guardians are responsible for paying for tuition prior to their camper(s) starting. We are not responsible for any technological errors or computer malfunctions. In the event of computer issues/malfunctions with the web-site or payment, another form of payment must be made. Cash is not accepted as a form of payment, this is a L.C.S.B. policy. Please refer to our tuition chart for tuition cost. Payments must be received prior to a camper participating in camp. No exceptions. Make all checks/money order payable to Leon County Schools (LCS) please include your child(ren)'s first and last name and what your payment is intended for in the memo line. Receipts will be provided at the time of payment. NO REFUNDS will be given during summer camp except for case of prolonged illness of 3 days or more days. Parents must submit a refund request as well as a doctor's note. Refunds can take up to four weeks after the request has been submitted for processing. There are no refunds for days missed. We do not offer a half time or drop in rates.

Late Payment Fee:

There is a \$10.00 late fee if tuition is NOT paid on Monday morning. This applies to students absent on Monday, no exceptions. Parents/guardians are still required to make a payment in the event that the child is out on Monday when tuition is due, regardless of illness/out of town. Payments are always welcome prior to the due date to prevent late fees.

Late Pick Up:

There is a late pick up fee of \$1.00 per minute after 6:00 p.m. this payment is due at the time of pick up and can't be paid in cash.

Sibling Discount/Employee Discount:

There is a 10% discount for each additional child, this applies to siblings only. This discount cannot be applied to other family members.

Scholarship:

Project Care scholarships are not offered in the summer.

Cancellation:

Any cancellation after Wednesday, May 24, 2023

The last day to cancel registered weeks without a penalty is Wednesday, May 24, 2023. Any cancellations made after that date will result in having to re-register your child to reserve any other week. This is non-negotiable.

Registration fee are non-refundable.

Insurance:

Leon County Schools and Conley Elementary School/Summer Camp does not carry accident insurance on participants. It is the parent's responsibility to carry adequate insurance. Such policies are available through Leon County Schools. If needed please check with school's secretary for an application.

Electronic Games:

Campers are allowed to bring electronic toys on Thursday for game days. All devices and games should be labeled with your child's name. If a student misuses or does not follow game guidelines, he/she will risk not being able to bring their games back to camp. If the electronic is lost or stolen, we will try everything we can to locate the item, however Conley Elementary School/Summer Camp is not responsible for any lost, stolen or damaged items.



Payment Schedule

	Dates	Payment Due		Late	
Week 1: Australia *closed May 29, 2023	May 30-June 2, 2023	Tuesday	May 30, 2023	Wednesday	May 31, 2023
Week 2: Italy	June 5-9, 2023	Monday	June 5, 2023	Tuesday	June 6, 2023
Week 3: France	June 12-16, 2023	Monday	June 12, 2023	Tuesday	June 13, 2023
Week 4: Brazil * closed June 19, 2023	June 20-23, 2023	Tuesday	June 20, 2023	Tuesday	June 21, 2023
Week 5: Hawaii	June 26-30, 2023	Tuesday	June 26, 2023	Wednesday	July 27, 2023
No Camp: 4 th of July Week	July 3-7, 2023	CLOSED			
Week 6: Madagascar	July 10-14, 2023	Monday	July 10, 2023	Wednesday	July 11, 2023
Week 7: China	July 17-21, 2023	Monday	July 17, 2023	Tuesday	July 18, 2023
Week 8: Mexico	July 24-28, 2023	Monday	July 24, 2023	Tuesday	July 25, 2023

	AMOUNT FULL WEEKS	4 DAY WEEKS	PART TIME 4 DAY	PART TIME 5 DAY
1 Child	\$165.00	\$140.00	\$100.00	\$115.00
2 Children	\$313.50	\$266.00	\$200.00	\$230.00
3 Children	\$462.00	\$392.00	\$300.00	\$345.00
4 Children	\$610.50	\$518.00	\$400.00	\$460.00

*Weeks with 4 days are reduced. This only applicable for the following weeks: 1 and 4.

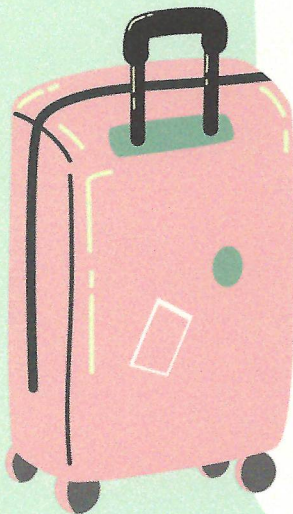
Leon County School Employee discount can only be redeemed by Leon County School employees that are actively working for Leon County Schools during the 2023 Summer. Employment must be verified first. Employees will need to include a copy of their LCS is at the time of registration.

Part Time Rate: This rate is only for students in summer school. Hours offered are 7:00 – 8:00 a.m. and 1:00-6:00 p.m. Students may not opt out of summer school to attend a field trip. Part time 4-day rate is Monday – Thursday. Part Time 5 day includes all day Friday.

IRS STATEMENT: The Federal Tax Identification number is **59-6000709**.

Please keep receipts for accurate records. Please be sure to input the correct email for credit card payments in order to receive a receipt. We are unable to provide one for you.

What to bring to Summer Camp



- ☐ STORAGE CRATE
- ☐ TOWEL
- ☐ SUNSCREEN
- ☐ BUG SPRAY
- ☐ LUNCH BOX
- ☐ SWIMSUIT
- ☐ REST MAT OR BLANKET
- ☐ PILLOW
- ☐ CHANGE OF CLOTHES



Items will be sent home on
Friday's to be washed.

AUSTRALIA

MAY 30 - JUNE 2, 2023

WEEK 1

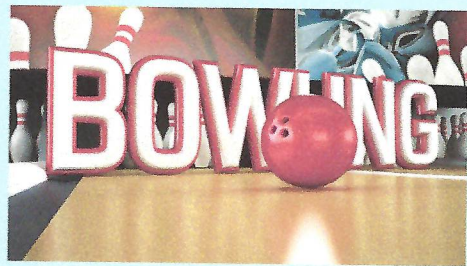
TRAVEL ITINERARY



Tuesday, May 30, 2023

Meet and
Greet Day
Icecream
social

Wednesday, May 31, 2023



**Wear a smile for
National Smile
Day!**



Thursday, June 1, 2023

**GAME
DAY**
VIDEO,
OUTDOOR,
BOARD
GAMES!
BRING YOUR
OWN GAME

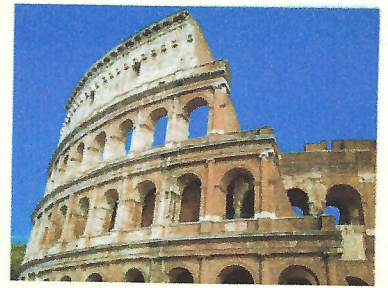
FRIDAY, JUNE 2, 2023

Flint RiverQuarium
Zaxby's Lunch at Turtle
Park!





ITALY



JUNE 5 - JUNE 9, 2023

WEEK 2

MONDAY - JUNE 5

MAKE YOUR OWN

PIZZA



Dance
Party

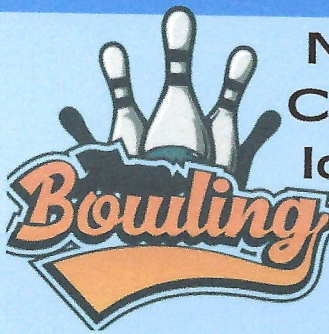
TUESDAY - JUNE 6

Water Day



Water Slide,
Sprinklers,
Water Balloons

WEDNESDAY - JUNE 7



National
Chocolate
Icecream

THURSDAY - JUNE 8

**GAME
DAY**

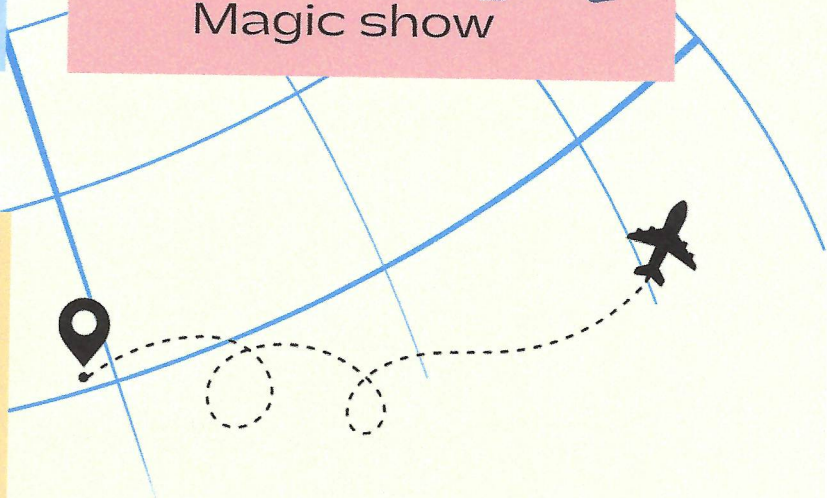


Phil Meyers
Magic show

FRIDAY - JUNE 9



Water World
in Dothan, AL
Lunch at
Water Park



Travel

INITERARY

FRANCE

JUNE 12 - 16, 2023

WEEK 3

**Monday
June 12**

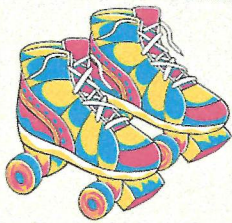


**Dance Party
Lunch by Subway**

**Tuesday
June 13**

WATER DAY
water sprinklers,
water balloons and water games

**Wednesday
June 14**



**Skating @ Skate
World**

**Thursday
June 15**

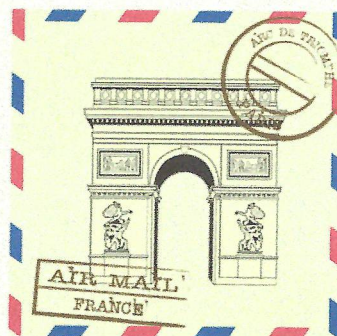
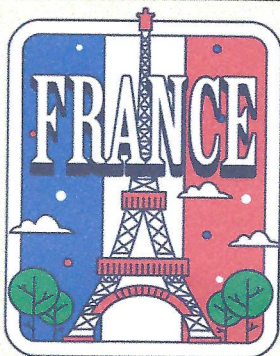


**Nell'd it
Painting**

**GAME
DAY**

**Friday
June 20**

**Arabian Nights Performance
in Cairo , Ga
Lunch @ Mr. Chick**



**travel
more**

BRAZIL

June 20 - 23, 2023

Week 4

Week 4

travel itinerary

Tuesday - June 20

Water Day -

water

sprinklers,

water

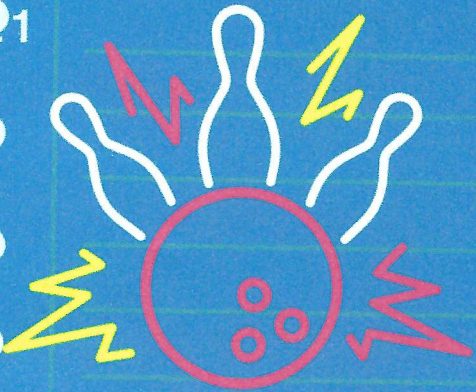
balloons

and water

slide

Wednesday - June

21



Bowling

Thursday - June 22

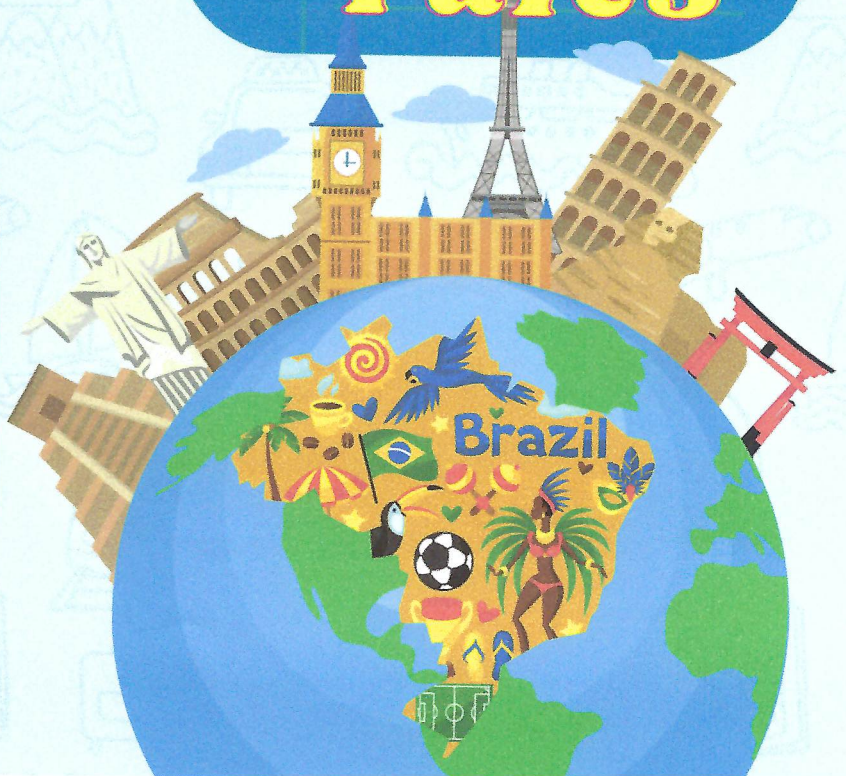
GAME

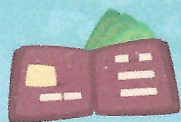
DAY

Animal Tales

Friday - June 23

Redemptive Love Farm





Travel Itinerary

Hawaii

June 26 – June 30, 2023
Week 5

Monday, June 26



Dance
Party



Tuesday, June 27

Water Day

National Sunglass Day -
Make Sure to wear your
sunglasses!

National Ice Cream Cake Day

Wednesday, June 28

Rolling Skating
@ Skate World



Thursday, June 29

GAME
DAY



Friday, June 29

WONDER WORKS
IN PANAMA CITY BEACH,
FL

LUNCH WILL BE PROVIDED

ALOHA



TRAVEL ITINERARY - WEEK 6

JULY 10 - JULY 14, 2023

DESTINATION: MADAGASCAR

MONDAY,
JULY 10, 2023

MOVIES
AND
ICE CREAM PARTY

TUESDAY,
JULY 11, 2023



WATER DAY

WEDNESDAY,
JULY 12, 2023



SKATING
AT SKATE
WORLD

THURSDAY
JULY 13, 2023

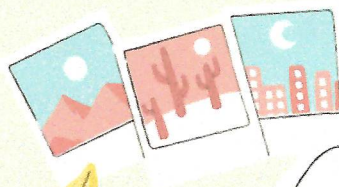
**Game
Day**

ANIMAL
TALES

FRIDAY,
JULY 14, 2023



CHEHAW
PARK & ZOO
IN ALBANY, GA
CHICK-FIL-A
LUNCH





Travel Itinerary

China

July 17 – July 21, 2023
Week 7

Monday, July 13



Dance
Party



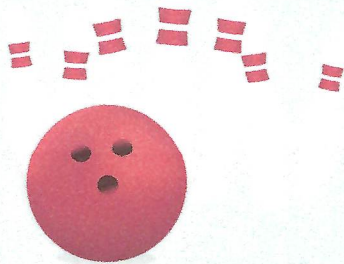
PUBLIX FOR LUNCH

Tuesday, July 18,

WATER DAY

Wednesday, July 19,

Bowling



Thursday, July 20

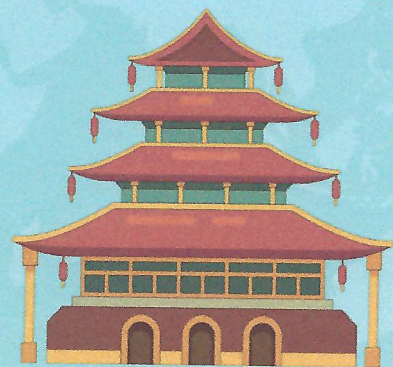
GAME
DAY



Friday, June 21

URBAN AIR
TALLAHASSEE, FL

LUNCH WILL BE PROVIDED



Travel

INITERARY

MEXICO

JULY 24 - 28, 2023

WEEK 8

**Monday
July 24**



**Dance Party
Walking Taco's for
Lunch**

**Tuesday
July 25**



WATER DAY
water sprinklers,
water balloons and water slide

**Wednesday
July 26**



**Skating @ Skate
World**

**Thursday
July 27**

**GAME
DAY**

**Friday
July 28**

**Family Fun Day
Dunking Booth, Color Wars &
Snowballs**



MEXICO



2023 Conley Elementary Schools Traveling the World Summer Camp Registration Form

Students Name: _____ Date of Birth: ____/____/____ Age: ____ Race: ____ Shirt Size: ____

Gender: __ Male __ Female Grade Entering 2023-2024: ____ School's Name: _____

Mother's or Guardian's Name: _____

Address: _____ City/State: _____ Zip Code: _____

Employer: _____ Work Number: _____ Cell Number: _____

Email Address: _____@_____

Father's or Guardian's Name: _____

☐ Address is same as above

Address: _____ City/State: _____ Zip Code: _____

Employer: _____ Work Number: _____ Cell Number: _____

Email Address: _____@_____

Is this a split household: Yes ☐ No ☐ Are there any custody issues we should be aware of? Yes ☐ No ☐
If yes, please explain _____ (please include court documents)

Please write the name of the person(s) authorized to be an emergency contact or to pick-up your child.

Last Name	First Name	Relation To Student	Number

Please list any medication, allergies or limitations requiring special attention i.e. Ritalin, food allergies, ant/bee stings.

Medication:	Allergies:

Does your child have any special needs that we should be aware of? Yes ☐ No ☐

If yes, please state the need or condition _____

I understand that I must pick up my child if they have a fever of 100 degrees or more Yes ☐

I understand my child may not return until they are fever free for 24 hours Yes ☐

My child has IEP and or 504 Yes ☐ No ☐

Are you an LCS employee working during the 2023 summer? Yes ☐ No ☐

By signing below, I have fully read and understand the policies and information outline in the Program Packet

Parent Signature: _____ Date: _____

2023 Conley Elementary School Traveling the World Summer Camp
"Passport to Adventure"

Camper's Name: _____

Spaces are limited. Only select weeks you plan on having your student attend. Please remember you will be responsible for the weeks you have selected.

In the event we have reached capacity for any particular week at the time of registration then you will be placed on a waiting list.

Weeks & Dates: Only Mark Off the Intended Attendance Dates	Tuition
<input type="checkbox"/> Week 1: Australia - May 30-June 2, 2023 Closed Monday May 29th for Memorial Day	\$140.00
<input type="checkbox"/> Week 2: Italy - June 5-9, 2023	\$165.00
<input type="checkbox"/> Week 3: France - June 12-16, 2023	\$165.00
<input type="checkbox"/> Week 4: Brazil - June 20-23, 2023 Closed June 19th for Juneteenth	\$140.00
<input type="checkbox"/> Week 5: Hawaii - June 26-30, 2023	\$165.00
<input type="checkbox"/> Week 6: Madagascar - July 10-14, 2023	\$165.00
<input type="checkbox"/> Week 7: China - July 17-21, 2023	\$165.00
<input type="checkbox"/> Week 8: Mexico - July 24-28, 2023	\$165.00

PLEASE READ BEFORE COMMITTING:

I understand that if I need to cancel any of the weeks marked above, I must notify the camp director by Tuesday, May 24, 2023. If I cancel any of the weeks I registered for after Tuesday, May 24, 2023, I will forfeit my registration fee and have to re-register in order to return to the camp for any weeks I've committed to and plan on attending. This is non-negotiable.

Medication:

Doctors prescribed medication will be administered according to the label. Students are not allowed to transport medication. Should your child need to have medication administered during the time they are in the Summer Camp program, a medication form must be completed and submitted to the Director.

- ☐ My student will need to take medication daily (Please complete the medication form along with registration)
- ☐ My child attends or is registered for public school for the upcoming school year.
- ☐ My child attends a private school and I have provided for the Summer Camp a copy of my child's immunization records.
- ☐ My child lives out of Tallahassee for the school year, and I have provided for the Summer Camp a copy of my child's Immunization records.

EMERGENCY MEDICAL RELEASE:

If emergency medical care is necessary and I cannot be reached, I authorize the Conley Elementary School Summer Camp to act on my behalf in granting permission for my child to receive emergency medical treatment. Parents are responsible for all expenses incurred as the result of medical treatment.

Parent Signature: _____

CONLEY ELEMENTARY SUMMER CAMP 2023

PAYMENT CONTRACT

The charges for our are designed to cover the cost for staffing, materials, supplies, meals, t-shirts, field trips, and the use of school facilities. In completing the registration for my child I understand and agree that:

1. The registration and weekly fees are non-refundable.
2. The registration fee of \$50.00, per child must be paid at the time of the registration to guarantee a slot.
3. I will be responsible for payment of the weekly camp fee on or before MONDAY mornings, prior to my child attending.
4. I understand there is a \$10.00 late fee if payment isn't made on Monday, regardless of my child's attendance. I am required to pay tuition in order for my student to return to camp.
5. I will be responsible for late fees anytime I am late picking up my child from camp as outlined in the policy packet.
6. I understand that if I am late picking my child up a third time without it being an emergency, my child may be dismissed from the camp.
7. I understand that if a check is returned for non-sufficient funds, etc. that I will be required to pay by money order or credit card online thereafter.
8. The school board does NOT extend any credit during summer camp.
9. No refund will be given for dismissal from the program or removal from the program.

* I have read the above payment contract and agree to all the payment requirements for the summer camp program.

Parent Signature: _____ Date: _____

Individual Responsible for payments: _____

Permission Form

TRANSPORTATION

I understand that the field trips provided during summer camp hours are taken on buses provided by Leon County Schools or School District Services. My child has permission to ride these buses when I have been informed of the schedule of trips to be taken.

Parent's Signature: _____

SWIMMING

Please indicate your child's level of swimming ability:

- _____ My child is a non-swimmer.
- _____ My child has some swimming skills.
- _____ My child is a good swimmer.

Special swimming instructions, if any (ear plugs, floats, etc.):

My child has permission to participate in all swimming and water activities with the Conley Summer Camp:

Parent Signature: _____

MOVIES
My child (please circle the correct response) **may/may not** watch G and PG rated movies on campus or on charter buses.

Parent Signature: _____

PHOTO RELEASE
I understand that the Conley Summer Camp often uses photos of children who attend summer camp for displays, articles and promotion. It is my decision that Conley (please circle correct response) **may /may not** use my child's photograph in any such activity as listed.

Parent's Signature: _____

POLICY ACKNOWLEDGEMENT
I have read and fully understand the policies outlined in the policy statement of the Conley Summer Camp. I agree to abide by all policies outlined.

Parents Signature: _____